

NEWSPAPER & BULETIN BOARD ADVERTISEMENT

**Department of Corrections
Staffing Analysis**



The Department of Corrections is currently seeking an external consulting agency to evaluate each staffing matrix for its correctional facility's existing uniformed personnel to determine if the level of the staff meets the demands of the daily workload placed on the correctional facility and provides enough of a security presence to limit risk and ensure safety/security within the institution



**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF CORRECTIONS**

**103 South Main Street
Waterbury, Vermont 05671-1001**

Staffing Analysis

**Request for Proposals (RFP)
May 2014**

Table of Contents

1. Overview

2. Procurement Overview

- 2.1. General Information**
- 2.2. Point of Contact**
- 2.3. Submission Deadline and Address**
- 2.4. Request for Proposal Amendments**
- 2.5. Appeal of Decision**

3. Proposal Submission Requirements

- 3.1. General Information**
- 3.2. Proposal Format**
- 3.3. Proposal Contents**

4. Proposal Evaluation Criteria

5. Proposal Process

- 5.1. Acceptance of Proposals**
- 5.2. Proposal Amendments and Rules for Withdrawal**
- 5.3. Cost of Preparing Proposals**
- 5.4. Disposition of Proposals**
- 5.5. Freedom of Information and Privacy Act**
- 5.6. Use of Subcontractors**
- 5.7. Bid and Performance Bond Requirements**

Appendix 1 Attachment C - Customary State Contract Provisions

1. Overview

Staffing Analysis – The Department of Corrections is currently seeking an external consulting agency to evaluate each staffing matrix for its correctional facilities' existing uniformed personnel to determine if the level of the staff meets the demands of the daily workload placed on the correctional facility and provides enough of a security presence to limit risk and ensure safety/security within the institution

Organizational Overview

The Vermont Department of Corrections is a unified system penal structure, combining the jail and prison population into one correctional system. The Department maintains seven (7) separate correctional facilities; six (6) of which function as both a jail and prison, housing inmates awaiting trial and inmates who have been sentenced to a state prison term in a direct supervision model. . Six of these facilities house males and one houses our female population. One (1) of the male facilities functions as a prison, housing sentenced individuals both as a residential and as a work camp. The in-state population averages 1600 beds, of which an average of 160 is for female inmates. The Department maintains a uniformed staff compliment of 352 Correctional Officer I positions, 64 temporary Correctional Officer I's, 130 Correctional Officer II positions, 46 Correctional Facility Shift Supervisor Positions, and Seven (7) Security and Operations Supervisors. In addition to the permanent classified uniformed positions, the Department utilizes Temporary Correctional Officers in its shift relief factor (SRF) to defray associated overtime costs.

Target Audience

Correctional Consultants specialized in formal correctional facility staffing analysis, including formal staffing analysis for female populations and special populations (mental health and medical) for both a jail and prison structure.

Required Deliverables

1). **Facility Evaluations** – On site review of each correctional facility to evaluate each facilities design and capacity, offender custody level, program needs, health care needs, work programs, special needs of the offender, and current staffing levels. Vendor will evaluate demands of the facility with respect to activity levels 24 hours per day; demands on the facility by contractors; demands on the facility for internal and external movement; demands of specific inmate populations (medical and mental health), and daily operations to ensure all rights and liberties afforded to the inmate population are met, safety and security of facility operations is maintained, and adequate resources exist to provide relief for staff leave.

2). **Analysis** – Vendor will provide a complete analysis of current staffing levels by facility and with each special population within.. A portion of this analysis is to review all Collective Bargaining Agreements with respect to staffing, overtime use, post bidding, leave usage, staff retention, and scheduling.

3). **Report** – Vendor will provide a written evaluation of the Vermont Department of Corrections existing staffing situation, inclusive of determinations of strengths and weaknesses. The report will summarize each facility's current staffing level and par levels to meet the demands of daily operations and to increase the safety/security of the facility. An overall summary will be provided, evaluating how well the Department staffs its facilities and recommendations to improve each of the below areas.

4). **Recommendations** – Vendor is required to provide recommendations resulting from its analysis in an effort to improve:

- Increase safety of the facility for staff and inmates;
- Assessment of resources dedicated to gathering intel, Security Threat Group (STG) identification or other nefarious activities that could threaten the safety or security of staff and inmate safety.
- To reduce the use of overtime and lessen mandatory overtime;
- Increase staff retention;
- Identify areas in which staffing levels are adequate or where increased staff is recommended, and why.
- Recommendations in facility mission to ensure staffing resources are optimized
- Assessment of the Departments staffing levels in accordance with PREA standard: § 115.13, Supervision and monitoring.

Assumptions and Agreements

- The project must be completed within 120-days of the contract being signed.
- Cost proposal will include complete evaluative services, travel, lodging, meals, and incidentals.

2. Procurement Overview

2.1 General Information

Standard conditions by which the contract will be governed are detailed in Appendix 1.

2.2 Point of Contact

Questions concerning this Request for Proposals must be directed in writing by mail or email to:

Mike Touchette, Director of Facility Operations
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001
mike.touchette@state.vt.us

2.3 Submission Deadline and Address

Proposals must be submitted in three hardcopy forms and one electronic form no later than 4:00 pm (EST) June 23, 2014. The proposal must contain (1) a Technical section depicting all services and assumptions of the project and (2) a Time-Cost section. Emailed proposals are also required, and can be sent to Mike.touchette@state.vt.us **Faxes and late responses will not be accepted.**

Michael Touchette, Director of Facility Operations
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

2.4 Request for Proposal Amendments

The State reserves the right to amend the RFP at any time prior to the proposal due date by issuing written addenda. All written addenda to the RFP will become part of the grant.

2.5 Appeal of decision

Proposers who are dissatisfied with the outcome of the decision may appeal to:

Andrew Pallito, Commissioner
Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

3. Proposal Submission Requirements

3.1 General

The proposer and all subcontractors, if any, must furnish evidence of experience in providing these services. Preference will be given to proposers with relevant experience.

3.2 Proposal Format

- 3.2.1** These instructions, formats and approaches for the development and presentation of proposal information are designed to ensure the submission of data essential to the understanding and comprehensive evaluation of the vendor's proposal. There is no intent to limit the content of the proposals nor in any way inhibit a presentation in other than the vendor's favor. The vendor may include such additional information or data as may be appropriate, but may not exclude any portion requested in this document.
- 3.2.2** Proposals should be submitted on double-sided (8 ½" x 11") paper without permanent binding; loose-leaf binding is permissible. Any attachments or exhibits must be reduced to letter size. Ink and paper colors must not prevent entire proposal from being photocopied. The use of divider tabs is required.
- 3.2.3** Proposers must submit original and 3 copies of the proposal, as well as an emailed copy. The original should be clearly marked on the outside cover as such. All signatures in the original proposal must be in blue ink.

3.3 Proposal Contents

Each of the major sections identified below should be separately tabbed, for easy identification. Every page of the proposal must be numbered sequentially, including attachments and appendices.

3.3.1 Transmittal Letter

A transmittal letter must accompany the proposal. The letter must be in the form of a standard, business letter signed in blue ink by an individual authorized to legally enter into a contract on behalf of the proposer. The transmittal letter must include a statement indicating that the vendor is a corporation or legal entity. The transmittal letter must identify individuals involved in the preparation of the proposal. The transmittal letter must contain a statement identifying any subcontractor that will be used in their project. If a subcontractor is used, a transmittal letter must be signed by them indicating the scope of their work to be performed and their qualification. The transmittal letter must contain a statement acknowledging the Customary State Grant provisions described in Appendix 1 Attachment C. The transmittal letter must state the proposer has read, understands and is able to comply with all standards and participation requirements described in the RFP. It must include a statement of acceptance, without qualification, of all terms and conditions outlined in this RFP. Any suggestions for alternate language, which the Department is under no obligation to accept, must be clearly stated.

The transmittal letter must state the proposer has sole and complete responsibility for the completion of all services provided under the contract, including any and all subcontractors, except for those items specifically defined by as Department responsibilities. The transmittal letter must contain a statement in which the proposer certifies that, in connection with this contract, the proposal was developed independently, without collusion, conflict of interest, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to the proposal of any other proposer or competitor. In addition, the proposer must state the prices quoted have not been knowingly disclosed by the proposer prior to award, either directly or indirectly, to any other proposer or competitor. The transmittal letter must

contain a statement attesting to the accuracy and truthfulness of all information contained in the proposal.

The transmittal letter must also contain information regarding any state statutes or other applicable provision of law that may at any level impact the requirements of services to be performed pursuant to this agreement. The transmittal letter must contain a statement of Affirmative Action that the proposer does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, sexual orientation, marital status, political affiliation, national origin, or handicap and complies with all applicable provisions of Public Law 101-336, American Disabilities Act.

3.3.2 Executive Summary

The Executive Summary should provide an overview of the proposing organization and a general description of the approach to meet the requirements of the RFP. It should also identify the proposer's primary contact, their address, telephone number and fax number. (The Executive Summary is generally no longer than two single-spaced pages.) It must briefly state the proposer's understanding of the project objective, and the role and responsibility of the proposer in meeting the objectives. Subcontractors must provide an Executive Summary as well.

3.3.3 Corporate Background and Experience

Provide a synopsis of the organization, years in operation, experience with the service proposed, special areas of expertise, etc. Subcontractors must provide the same information.

3.3.4 Financial Stability

In addition to the bonding and insurance requirements that will be required of successful candidates, the proposal must demonstrate that the proposer is currently financially stable and the future financial conditions are not likely to jeopardize the proposer's ability to provide service to the Department. This may be in the form of Audited Annual Financial Statements. If not available, documents showing comparable information are acceptable, which may include the most recent federal/state tax return. Subcontractors must also provide evidence of financial stability.

3.3.5 References

The proposal must identify provide no less than 5 references of departments for which a staffing analysis has been provided within the last 12 years. Please submit the agency name, dates of service, and contact name/number. The department review any and all testimonials of service provided relevant to experience with correction consultation and staffing analysis.

3.3.6 Key Personnel

The proposer must identify key personnel, their position and job description as well as a current resume for all key personnel. In addition, this section should clearly delineate how their responsibility and authority are divided.

3.3.7 Technical Proposal

In the Technical section, the vendor should include time-lines, projected required personnel, and schedules for completing the project.

3.3.8 Time-Cost

In the Time-Cost section, the vendor must detail the time and costs that will be required to complete the project. It will include complete evaluative services, travel, lodging, meals, and incidentals.

3.39 Additional Documentation

Provide at least one evaluative report provided from experience in conducting staffing analysis' in a correctional system. Vendor must obtain permission to release the report from the agency for whom it was prepared.

4. Evaluation Criteria

A grant award will be made to the proposers whose proposals are determined to be the most advantageous to the State, taking into account price and other evaluation criteria as set forth in this RFP. Staff of other agencies and consultants may be involved in the evaluation of the proposals. The DOC reserves the right to reject any and all proposals submitted in response to this RFP.

During the evaluation process, proposers may be contacted for the purpose of obtaining clarification of their response. However, no clarification will be sought if a proposer completely fails to address a feature contained in the RFP document. If the failure was in response to a mandatory feature, the proposer may be disqualified.

As part of its evaluation, the State may conduct interviews with one or more proposers. In such an event, proposers may be required to travel to Williston, Vermont, at their own expense, to participate in an on-site interview. Conversely, the State may elect to travel to the proposer's headquarters to conduct the interview, as well as tour its facilities.

Upon completion of the evaluation process, the Commissioner of the Department of Corrections may select a proposer(s) with which to negotiate a contract, based on the evaluation findings and other such criteria as deemed relevant for ensuring that the decision is made in the best interest of the State. In the event the State is successful in negotiating with the proposer(s), the State will issue a notice of award. In the event the State is not successful in negotiating a grant with a particular proposer, the State reserves the option of negotiating with another proposer. The State may cancel the procurement and make no award, if that is determined to be in the State's best interest.

5. Proposal Process

5.1 Acceptance of Proposals

- 5.1.1** Each proposer may submit one (1) proposal. Alternate proposals will not be allowed and will cause the rejections of the alternate proposal and any other proposal submitted by the proposer.
- 5.1.2** The State will accept all proposals properly submitted. After receipt of proposals, the State reserves the right to sign a contract, without negotiation, based on terms, conditions and premises of the RFP and the proposal of the selected proposer. Proposals must be responsive to all requirements in the RFP in order to be considered for contract award.
- 5.1.3** The proposal and its conditions must remain valid for six (6) months from the date of proposal submission.
- 5.1.4** The State reserves the right to waive minor irregularities in proposals, providing such action is in the best interest of the State. Where the State may waive minor irregularities, such waiver shall

in no way modify the RFP requirements or excuse the proposer from full compliance with RFP and other contract requirements if the proposer is awarded the contract.

- 5.1.5** The State also reserves the right to request proposal clarification or correction, reject any or all proposals received, or cancel the procurement, according to the best interest of the State.

5.2 Proposal Amendment and Rules for Withdrawal

- 5.2.1** Prior to the proposal due date a submitted proposal may be withdrawn by submitting a written request to the point of contact identified in section 2.2 of this RFP. Withdrawal notice must be signed by the proposer's authorized agent.
- 5.2.2** Proposers are allowed to make amendments to their proposals if the change is submitted by the proposal due date subject to the conditions outlined in section 3. The submission should be clearly labeled as Amendment to Proposal. Unless requested by Vermont DOC, the State will not accept any amendments, revisions, or alterations to proposals after the proposal due date.

5.3 Cost of Preparing Proposals

All costs incurred by the proposers during the preparation of their proposals and for other procurement related activities will be the sole responsibility of the proposers. The State will not reimburse the proposers for any such costs.

5.4 Disposition of Proposals

- 5.4.1** The successful proposal will be incorporated by reference into the resulting contract and will be a matter of public record. If the proposal includes material that is considered by the proposer proprietary and confidential under Vermont law, the proposer shall clearly designate the material as such, explaining why such material should be considered confidential.
- 5.4.2** The proposer must identify each page or section of the proposal that they believe is proprietary and confidential, with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the proposer if the identified material were to be released. A general statement that an entire proposal is proprietary is not acceptable.
- 5.4.3** All material submitted by proposers becomes the property of the State of Vermont, which is under no obligation to return any material submitted by a proposer in response to this RFP. The State shall have the right to use all systems concepts, or adaptations of those ideas, contained in any proposal, and this right will not be affected by selection or rejection of the proposal.

5.5 Freedom of Information and Privacy Act

Proposers should be aware that all materials associated with the procurement are subject to the terms of the Freedom of Information Act, the Privacy Act and all rules, regulations and interpretations of these Acts. By submission of a proposal, the proposer agrees that the Privacy Act of 1974, Public Law 93-579, and the Regulations and General Instructions issued pursuant thereto, are applicable to this grant, and all subgrantees hereunder.

5.6 Use of Subcontractors

The prime contractor will be responsible for all the work to be performed under this contract. Proposers must identify proposed subcontractors in their proposals, in the manner described within the proposal submission instructions. NOTE: In the event that a contract is procured, the contractor shall not assign or subcontract the performance of this agreement or any portion

thereof to any other contractor without the written approval of the State of Vermont. See Appendix 1, Attachment C, paragraph 13.

5.7 Bid and Performance Bond Requirements

The selected Grantee may be required to provide a performance bond before the effective date of the grant. The performance bond may be in the form of a surety bond from a company qualified to do business in the State of Vermont. More information regarding bond requirements will be provided during contract negotiations.

APPENDIX 1
ATTACHMENT C
CUSTOMARY PROVISIONS FOR CONTRACTS AND GRANTS

1. **Entire Agreement.** This Agreement, whether in the form of a Contract, State Funded Grant, or Federally Funded Grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. **Applicable Law.** This Agreement will be governed by the laws of the State of Vermont.
3. **Definitions:** For purposes of this Attachment, “Party” shall mean the Contractor, Grantee or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement.
4. **Appropriations:** If appropriations are insufficient to support this Agreement, the State may cancel on a date agreed to by the parties or upon the expiration or reduction of existing appropriation authority. In the case that this Agreement is funded in whole or in part by federal or other non-State funds, and in the event those funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to fund this Agreement from State revenues.
5. **No Employee Benefits For Party:** The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the state withhold any state or federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.
6. **Independence, Liability:** The Party will act in an independent capacity and not as officers or employees of the State.

The Party shall defend the State and its officers and employees against all claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The Party shall notify its insurance company and the State within 10 days of receiving any claim for damages, notice of claims, pre-claims, or service of judgments or claims, for any act or omissions in the performance of this Agreement.

After a final judgment or settlement the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party.

The Party shall indemnify the State and its officers and employees in the event that the State, its officers or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party.

7. **Insurance:** Before commencing work on this Agreement the Party must provide certificates of insurance to show that the following minimum coverage is in effect. It is the responsibility of the Party to maintain current certificates of insurance on file with the state through the term of the Agreement. No warranty is made that the coverage and limits listed herein are adequate to cover and protect the interests of the Party for the Party's operations. These are solely minimums that have been established to protect the interests of the State.

Workers Compensation: With respect to all operations performed, the Party shall carry workers' compensation insurance in accordance with the laws of the State of Vermont.

General Liability and Property Damage: With respect to all operations performed under the Agreement, the Party shall carry general liability insurance having all major divisions of coverage including, but not limited to:

Premises - Operations

Products and Completed Operations

Personal Injury Liability

Contractual Liability

The policy shall be on an occurrence form and limits shall not be less than:

\$1,000,000 Per Occurrence

\$1,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$ 50,000 Fire/ Legal/Liability

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Automotive Liability: The Party shall carry automotive liability insurance covering all motor vehicles, including hired and non-owned coverage, used in connection with the Agreement.

Limits of coverage shall not be less than: \$1,000,000 combined single limit.

Party shall name the State of Vermont and its officers and employees as additional insureds for liability arising out of this Agreement.

Professional Liability: Before commencing work on this Agreement and throughout the term of this Agreement, the Party shall procure and maintain professional liability insurance for any and all services performed under this Agreement, with minimum coverage of \$_____ per occurrence, and \$_____ aggregate.

8. **Reliance by the State on Representations:** All payments by the State under this Agreement will be made in reliance upon the accuracy of all prior representations by the Party, including but not limited to bills, invoices, progress reports and other proofs of work.

- 9. Requirement to Have a Single Audit:** In the case that this Agreement is a Grant that is funded in whole or in part by federal funds, and if this Subrecipient expends \$500,000 or more in federal assistance during its fiscal year, the Subrecipient is required to have a single audit conducted in accordance with the Single Audit Act, except when it elects to have a program specific audit.

The Subrecipient may elect to have a program specific audit if it expends funds under only one federal program and the federal program's laws, regulating or grant agreements do not require a financial statement audit of the Party.

A Subrecipient is exempt if the Party expends less than \$500,000 in total federal assistance in one year.

The Subrecipient will complete the Certification of Audit Requirement annually within 45 days after its fiscal year end. If a single audit is required, the sub-recipient will submit a copy of the audit report to the primary pass-through Party and any other pass-through Party that requests it within 9 months. If a single audit is not required, the Subrecipient will submit the Schedule of Federal Expenditures within 45 days. These forms will be mailed to the Subrecipient by the Department of Finance and Management near the end of its fiscal year. These forms are also available on the Finance & Management Web page at: <http://finance.vermont.gov/forms>

- 10. Records Available for Audit:** The Party will maintain all books, documents, payroll papers, accounting records and other evidence pertaining to costs incurred under this agreement and make them available at reasonable times during the period of the Agreement and for three years thereafter for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. The State, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement.

- 11. Fair Employment Practices and Americans with Disabilities Act:** Party agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement. Party further agrees to include this provision in all subcontracts.

- 12. Set Off:** The State may set off any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any set off of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided hereinafter.

- 13. Taxes Due to the State:**

- a. Party understands and acknowledges responsibility, if applicable, for compliance with State tax laws, including income tax withholding for employees performing services within the State, payment of use tax on property used within the State, corporate and/or personal income tax on income earned within the State.

- b. Party certifies under the pains and penalties of perjury that, as of the date the Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.
- c. Party understands that final payment under this Agreement may be withheld if the Commissioner of Taxes determines that the Party is not in good standing with respect to or in full compliance with a plan to pay any and all taxes due to the State of Vermont.
- d. Party also understands the State may set off taxes (and related penalties, interest and fees) due to the State of Vermont, but only if the Party has failed to make an appeal within the time allowed by law, or an appeal has been taken and finally determined and the Party has no further legal recourse to contest the amounts due.

14. Child Support: (Applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date the Agreement is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

15. Sub-Agreements: Party shall not assign, subcontract or subgrant the performance of his Agreement or any portion thereof to any other Party without the prior written approval of the State. Party also agrees to include in subcontract or subgrant agreements a tax certification in accordance with paragraph 13 above.

Notwithstanding the foregoing, the State agrees that the Party may assign this agreement, including all of the Party's rights and obligations hereunder, to any successor in interest to the Party arising out of the sale of or reorganization of the Party.

16. No Gifts or Gratuities: Party shall not give title or possession of any thing of substantial value (including property, currency, travel and/or education programs) to any officer or employee of the State during the term of this Agreement.

17. Copies: All written reports prepared under this Agreement will be printed using both sides of the paper.

18. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs or programs supported in whole or in part by federal funds.

19. Certification Regarding Use of State Funds: In the case that Party is an employer and this Agreement is a State Funded Grant in excess of \$1,001, Party certifies that none of these State funds

will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

State of Vermont – Attachment C

Revised AHS – 7-1-2012

For assistance or additional information on Appendix 1 (Attachment C), please contact:

Matt D'Agostino, DOC Financial Director

103 South Main St. Waterbury, VT 05671

Telephone: 802-951-5057